

# Cash Receipting

IFAS



Education and Career Development  
Participant's Guide

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# Chapter 1: Cash Receipting

## Overview

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**Introduction** This class includes explanations and activities for instructing you on topics including preparing cash receipts in IFAS and deposits to the Treasurer's office.

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**Objective** The objective of this chapter is to outline the use of the participant's guide and set up of class.

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**Contents** This chapter contains the following topics:

<b>Topic</b>	<b>See Page</b>
Structure of Participant's Manual	4
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## Structure of the Participant's Manual

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**Introduction** Chapters in this manual contain learning objectives and information for Cash Receipting.

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**Purpose** The purpose of this participant's manual includes: taking you through required fields on the major screens for Cash Receipting, outlining processes that you will follow for the Cash Receipting transactions, and transferring collections to banks/Treasurer's office.

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**Process** There is a process flow chart in the manual that outlines Cash Receipting steps. The detailed steps for the flow chart are discussed and demonstrated in the class.

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# The Class

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## **Introduction**

There are four distinct parts of the class.

- System Overview
  - Procedure Flow
  - Review
  - Practice
- 

## **Content**

Screens are discussed with special attention to the required fields.

Each chapter in this Participant's Guide has its own objectives. You will also have opportunities to answer questions about each distinct screen and dialog box.

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# Chapter 2: Set Up Screens

## Overview

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**Introduction** This section of the manual discusses the flow of the Cash Receipting procedures and the set up screens.

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**Objectives** After completing this chapter, you will be able to:

- 1. Describe the flow of procedures for Cash Receipting.
- 2. Create a Batch File.
- 3. Describe how to complete the set up screen.

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**Contents** This chapter contains the following topics:

Topic	See Page
Procedure Flow	7
Creating and Finding a Batch File	8
Set Up Screen	11

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# Cash Receipting Flow

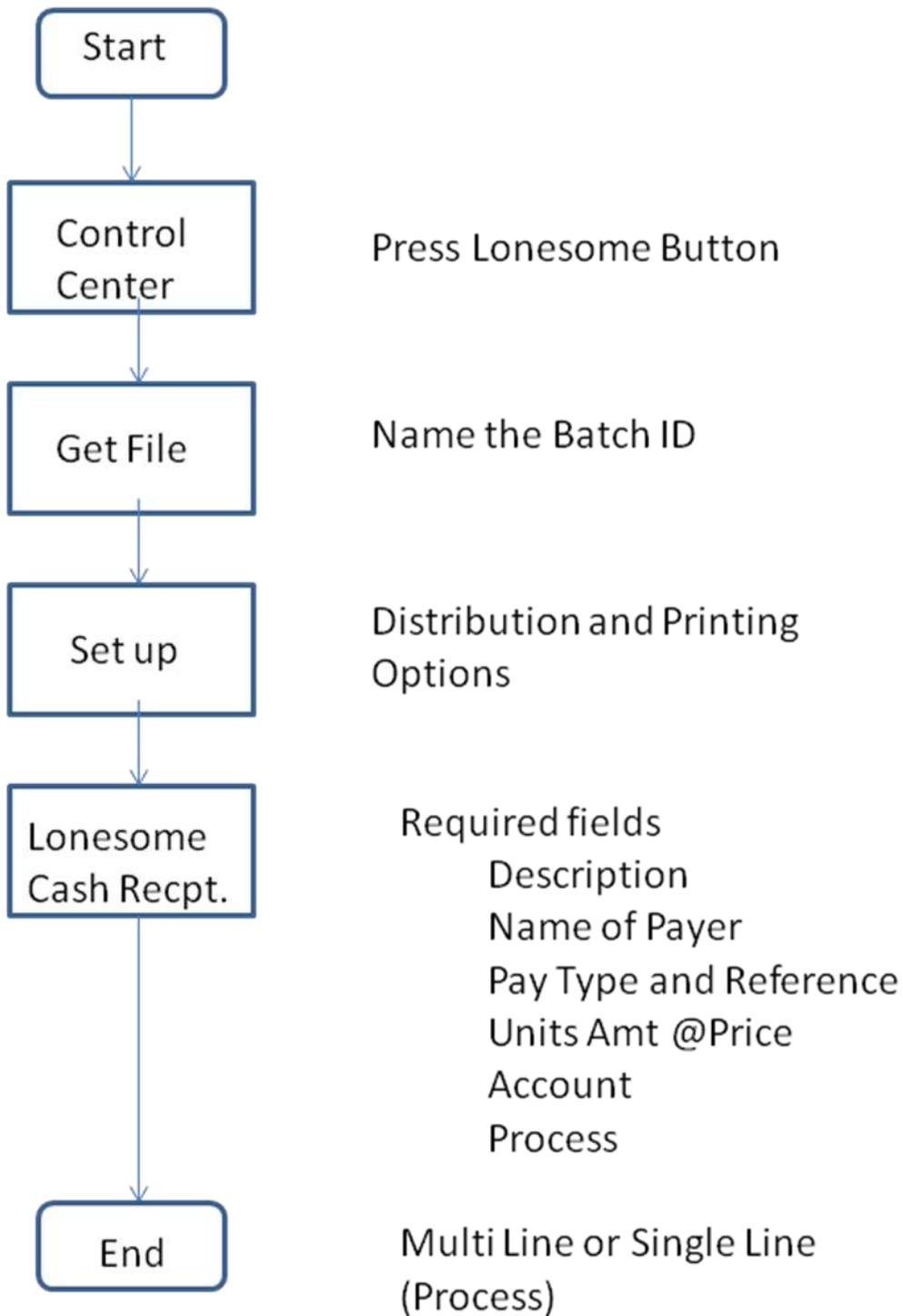


Fig. 2-1

# Creating and Finding a Batch File

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## Introduction

This section gives steps to follow for creating or finding a batch file in the IFAS Cash Receipting module.

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## Paths to the Batch File Function

The payments in this module are not related to Accounts Payable (AR). Enter Accounts Receivable folder on the Explorer view (AR). You then go to the Control Center (CC) and select the Lonesome button to record payments.

If you are using the TypeAhead History box, type ARCC to go to the Accounts Receivable Control Center. Select the Lonesome button.

From this point, you may either create a new batch file name or access an existing batch file. This is done on the Get File screen. See Figure 2-2.

---

## New Batch File Names

There is a specific procedure for naming batch files. The steps are:

Step	Action
1.	Enter L as the initial character.
2.	Enter your three digit Department number.
3.	Enter your first and last initials.
4.	Enter a 2 character sequential number such as 01,02,A1, A2, AA, BB, etc. Make note of the sequence you are using.
5.	To save the file name, press Enter. A message at the bottom of the screen reads, "File does not exist. Press Enter to create." After pressing Enter a second time, the Lonesome Cash Receipt screen appears.

---

## Existing Batch Files

To access an existing file, type its name at the top of the **Get File** screen and press **Enter**. This takes you to the **Setup** screen for the batch.

**Note:** You must have proper security clearance to open an existing batch file.

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*Continued on next page*

## Creating and Finding a Batch File, Continued

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### Search

If you remember some of the name, type what you remember in the Fileset field. Use @ as a wildcard character. Press Enter. Place an X in the Select column and press Enter to accept this batch file. This takes you to the Setup screen.

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### Searching

If you do not remember the batch name, press **F7** to view all undistributed batches. Scroll down the list by using **F6** or click on the **Next** icon. Place an **X** next to the batch name you want to access. Press **Enter**. This should bring you to the Set up screen, if you have proper security.

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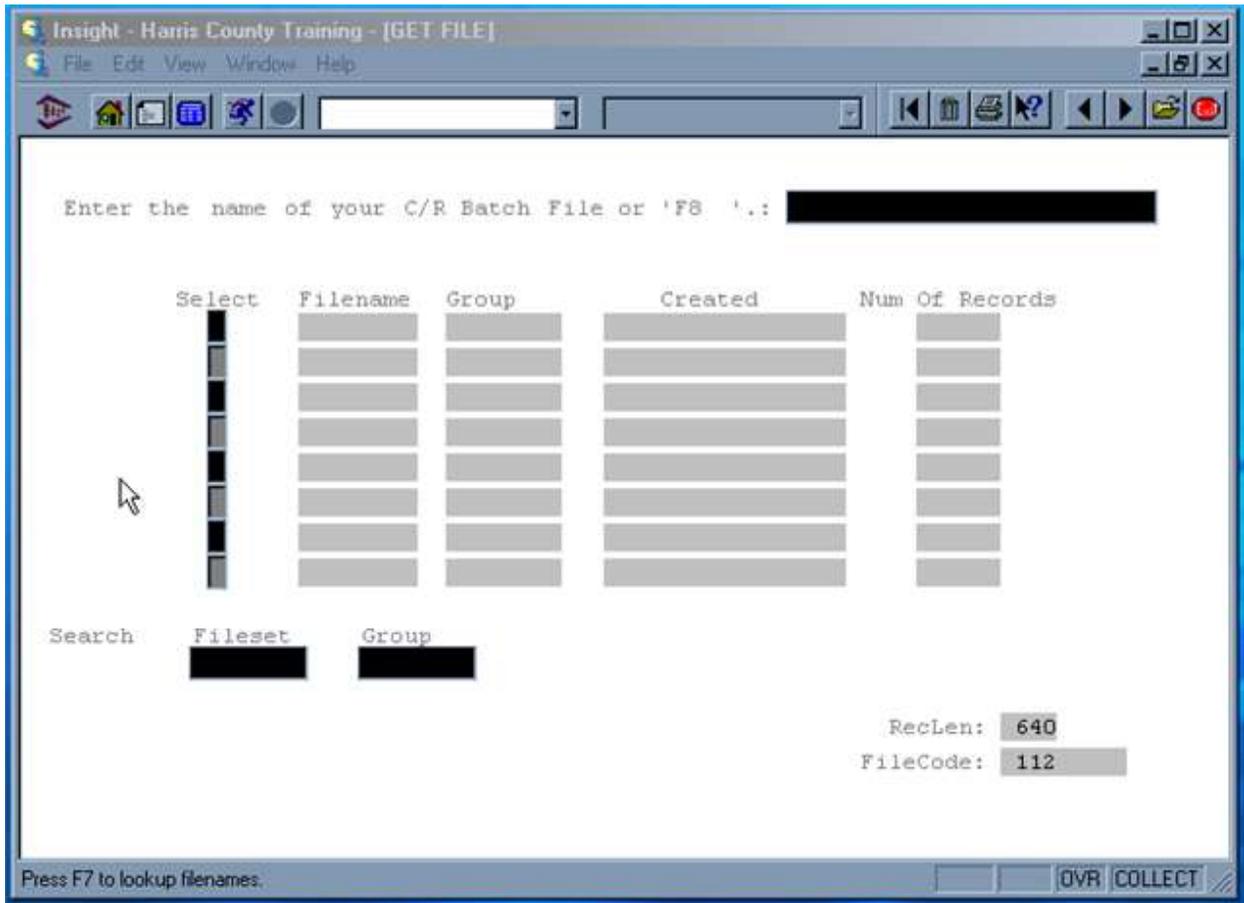


Fig. 2-2

# Setup Screen

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## Introduction

This section describes how to complete the Setup Screen.

---

## Contents of Screen

In general, this screen contains the critical information needed by the system. It includes the identification of the:

- Receipt Date
- When to distribute transactions (**N** defaults after **Immediately?**)
- Whether to print receipts or not (**Y** defaults after **Print Receipts?**)

This screen is not changed unless the printer setting at the bottom of the screen is incorrect.

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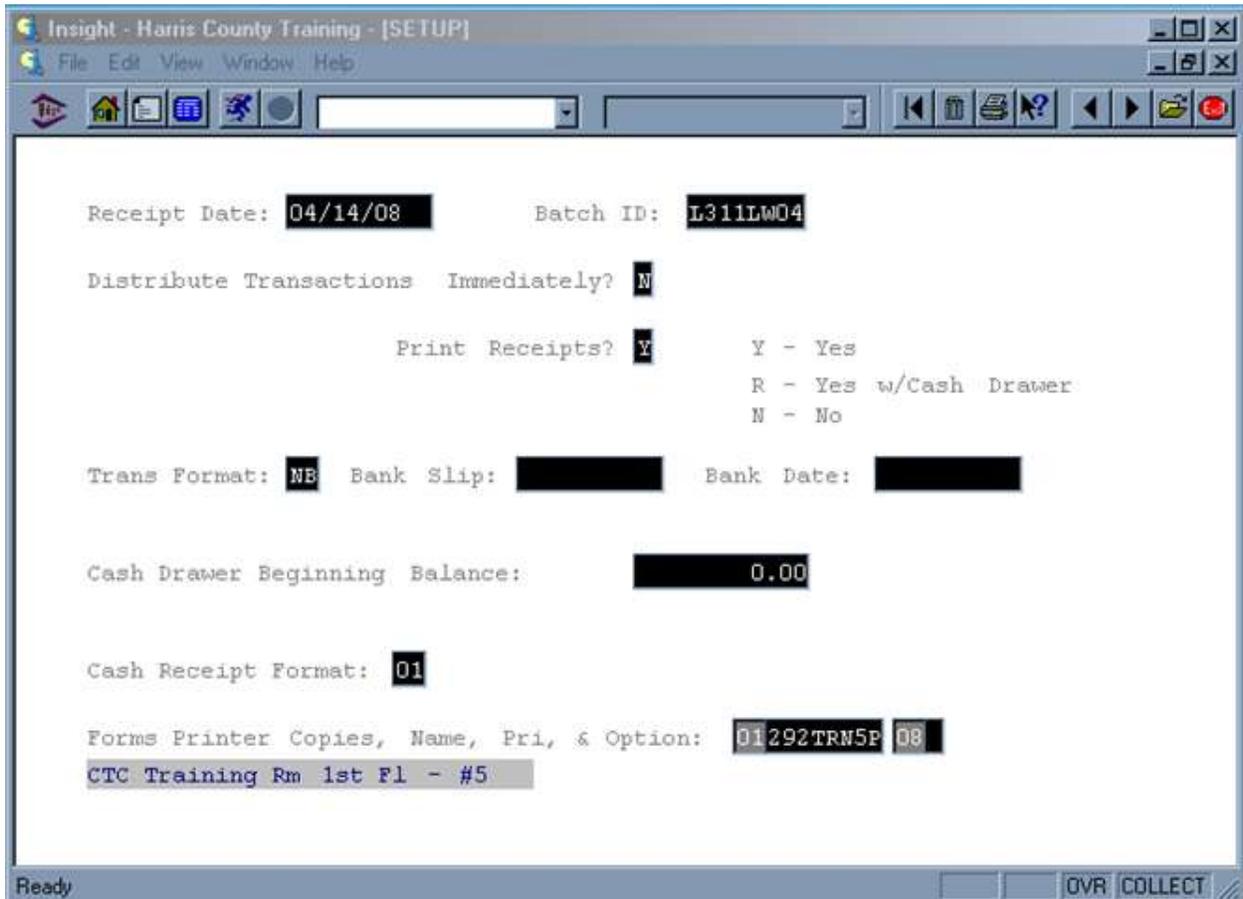


Fig. 2-3

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## Chapter 3: Lonesome Cash Receipt Screen

### Overview

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**Introduction** This section describes the Lonesome Cash screen and its functions.

---

**Contents** This chapter contains the following topics:

<b>Topic</b>	<b>See Page</b>
Lonesome Cash Receipt Screen	13

---

## Lonesome Cash Receipt Screen

---

**Introduction** The Lonesome Cash Receipt screen is where descriptive receipt data is entered.

---

**Required Fields** The ID number defaults. The required fields are:

- **Description:** Use this field to describe the receipt.
- **Name:** Type the name of the person receiving the receipt or identify who is paying.
- **Process:** Y defaults and is used for single line; N is for multiline.
- **Reprint?** Keep N in place unless it is the last receipt issued.
- **Pay Type & Reference:** Denote cash, check or credit card with CS, CH, CC in the first field and the number associated with the pay type in the second (larger) field.
- **Units Amt @ Price:** Type in the product code of the item.
- **Account:** The GL key and the object code. The JL codes will populate after pressing Enter.

**Note:** When a credit card is used, the **CC Auth** must be completed.

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*Continued on next page*

## Lonesome Cash Receipt Screen, Continued

Insight - Harris County Training - [LONESOME CASH RECEIPT]

File Edit View Window Help

IQ

ID	Receipt	Description	Term	Hit	A/R?
[REDACTED]	SYSTEM11	[REDACTED]	[REDACTED]	[REDACTED]	N

Name: [REDACTED]

Process?  Y Reprint?  N Reverse?  N

Pay Type < Reference: [REDACTED] Amt Tendered: [REDACTED]

CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	Price	Account	Div	Invoice#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Ext:	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CR Format:  01

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
[REDACTED]	[REDACTED]	[REDACTED]	L311LW25	[REDACTED]	[REDACTED]

TTL Payment: [REDACTED]

Ready OVR COLLECT

Fig. 3-1

### Correcting a Cash Receipt

**Note:** To correct a cash receipt, use the screen above (Lonesome) and enter the same data as is in the original document (amount, pay type, account, etc).

- Enter a negative amount in the Amt Tendered field.
- Enter VOID XXXXXXXXX in the description field, where XXXXXXXXX represents the original receipt number.
- Enter the original receipt number in the **Orig. Recpt.** field at the bottom of the screen.

## Lonesome Cash Receipt Screen continued

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### **Reprinting Receipts**

For reprints, the cashier places a Y in the Reprint field and presses Enter. This must be done before exiting the batch file and will only reprint the very last receipt generated (the receipt identified at the bottom left of the screen reading, “Processed Receipt XXXXXXXX for \$ \_\_\_\_\_”

A supervisor or another cashier may reprint also. In this case, they will go to **ARBTCRPC**. This function is not accessible after the distribution of a batch. This function will allow the reprinting of all receipts. The supervisor or other cashier will:

<b>Step</b>	<b>Action</b>
1.	Select Transaction Detail.
2.	Select *Receipt Number.
3.	Accept all or a particular receipt number (if multiple receipts, separate by commas).
4.	Click the green checkmark to print.

The reprinted receipt should have “Reprint” in the heading of the hard copy.

---

### **Creating a Receipt from a Manual Receipt**

For creating an IFAS receipt from a manual receipt, enter MR#XXXXXXXX in the **Description** field, where XXXXXXXX represents the receipt number on the manual receipt. Complete the IFAS form based on the information on the manual receipt.

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*Continued on next page*

## Lonesome Cash Receipt Screen, Continued

### Printing the Batch Proof

The supervisor or designated individual can go to **ARBTCRBP** to print the batch proof. It may also be run as many times as necessary *before* distribution. The steps are:

Step	Action
1.	Enter the batch filename on the <b>ARBTCRBP</b> dialog box. See Figure 3-3.
2.	Select Verbose format by selecting <b>N</b> to the short format.
3.	Choose a sort method and enter the two digit code in the first field at the bottom of the screen.
4.	Verify the printer listed at the bottom of the dialog box. Ensure " <b>Run in Background</b> " is checked.
5.	Click the <b>green checkmark</b> .
6.	Verify that the C/R Batch Proof Grand Total (System computed total) equals the collections entered for the batch.

**Note:** When batch proofs are generated after the Print Deposit Slip Report (see) has been run, another report, Bank Deposit Posting, will be generated in addition to the batch proof.

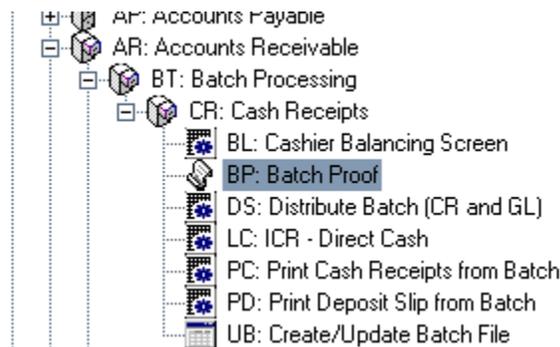


Fig. 3-2

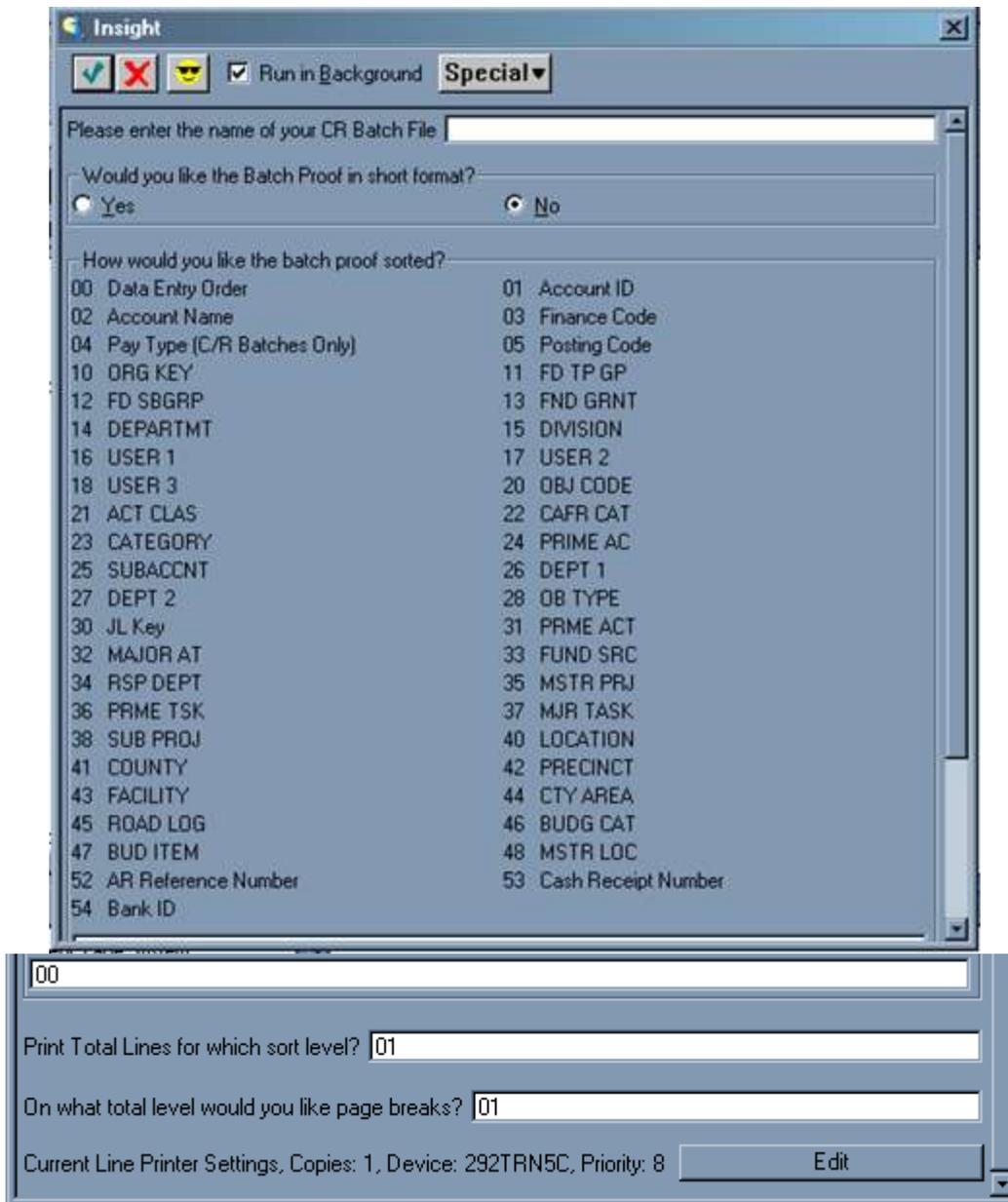


Fig. 3-2

## Chapter 4: Closeouts and Deposits

### Overview

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**Introduction** This chapter deals with closing and balancing funds (closeout) and preparing for deposits.

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**Contents** This chapter contains the following topics:

<b>Topic</b>	<b>See Page</b>
Closeouts	18
Deposit Slip Numbers	19
Batch Proofs	22

---

## Closeouts

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**ARBTCRBL** Perform the departmental closeout procedures as directed by the supervisor. This may include completing the Cashier Balancing Screen, ARBTCRBL. *This function is not possible after distribution of the batch.*

On the Get File screen, enter the batch name to be balanced in the top field and press Enter. Enter the amount by the pay type and press Enter. If the amount is balanced, you will get a “Congratulations” message. *If unable to balance with this screen, re-count the collections and input the data again, or have a supervisor assist with balancing.*

Upon balancing, go to ARBTCRPD to print a deposit slip.

---

# Deposit Slip Numbers

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## Running “Print Deposit Slip Report”

**Note:** This is not preparation of the actual deposit slip to be sent with the collections to the bank. This is only tagging batch records with the bank deposit slip number.

Step	Action
1.	At the Insight directory tree, type ARBTCRPD in the TypeAhead/History box. Press Enter
2.	Fig. 4-1 appears. Click on the Transaction Detail box. This opens a set of new selection criteria as seen in Fig. 4-2.

*Continued on next page*



Fig. 4-1

## Deposit Slip Numbers, continued

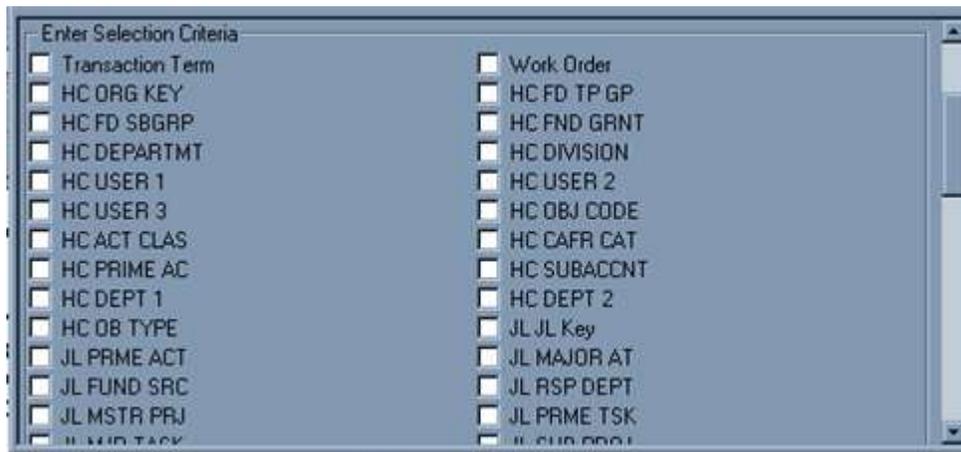


Fig. 4-2

### Running "Print Deposit Slip Report" continued

Step	Action
3.	Select Payment Method and Deposit Bank as seen below in Fig. 4-3.

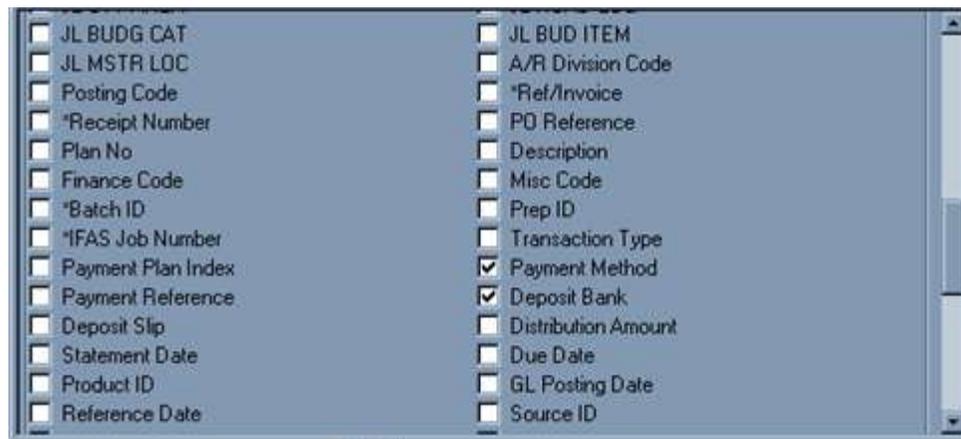


Fig. 4-3

*Continued on next page*

## Deposit Slip Numbers, continued

**Running “Print  
Deposit Slip  
Report”  
continued**

Step	Action
4.	At the bottom of the window, enter the payment method. If both cash and non-cash items are submitted together in one deposit, the method field should read ALL. If these payment types are separate deposits, enter the type (CS for Cash, CH for Non-Cash items in the Enter Payment Method field.
5	Ensure that the Deposit Bank field reflects one of the following: GC for General Concentration CB for Sheriff Bonding FC for Flood Control 84 for Credit Card Deposits
6.	Check the green checkmark to advance to go to the Output window that prompts you for the C/R Batch File name.
7.	Type in the Batch file name. Press Enter. The screen shows “Accepted XXXXXXXX” where XXXXXXXX is the batch file name.
8.	The prompt appears to enter another name. If you have additional batches for the same deposit, type the next batch name for which you are preparing the deposit and press Enter.
9.	When finished, Type Exit and press Enter. When finished, “Enter Slip number for Bank ID GC” appears. If you are not finished entering batch names, type N and press Enter to add more. Type Exit to return to the Insight directory tree.
10.	If all batch names have been entered, type the first ten digits from the bank deposit slip number at the prompt in step 9. Press Enter.
11.	The deposit report should automatically print and the department should verify that the number on the report is the same as the number on the deposit slip. Retain the report. Check that the total receipts and deposit amount matches the sum of receipts.
12.	If the number on the report is incorrect, the department must notify the Treasurer of the batch name, the incorrect deposit slip number, and the batch total. The department cannot re-enter or change the slip number after the batch has been distributed.

## Batch Proofs

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### ARBTCRBP

Step	Action
1.	Enter the 10 digit Batch name.
2.	Click NO to yield a detailed format.
3.	Verify that the printer is correct.
4.	Verify that the Run in Background is checked.
5.	Check that the Batch grand total equals the total of the collections in the batch.

**Note:** When the Batch Proofs are run after the Print Deposit Slip report is run, the Bank Deposit Posting report is generated.

Step	Action
6.	Review and retain reports and tailsheets for any Block, Error, or Warning messages (see chapter 7). Call the Help desk if these cannot be resolved.

---

### ARBTCRDS

This screen distributes the batch files.

Step	Action
1.	Enter the mask ARBTCRDS in the TypeAhead/History box.
2.	Enter the batch filename.
3.	Indicate No to the short format.
4.	Press Enter.
5.	The batch file is distributed.

**Note:** After Distribution, the functions ARBTCRPC, ARBTCRBL, ARBTCRPD, and ARBTCRBP are **not** available..

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## Chapter 5: Cash Receipting Deposit Preparation

### Overview

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#### Introduction

This section of the manual deals with procedures used when depositing collections:

- with an armored carrier or at the Treasurer's office
  - at a bank field location
  - at departments issuing manual receipts and depositing at the Treasurer's office.
- 

#### Contents

This chapter contains the following topics:

<b>Topic</b>	<b>See Page</b>
Armored carrier or Treasurer's office	25
Bank Field location	26
Manual receipts	27

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## Armored Carrier or Treasurer's Office

### Procedures for Moneybag Transfers

Step	Action
1.	Run the ARBTCRPD report.
2.	Manually complete the multi-part deposit slip. Use only one deposit slip. If space is lacking on the slip for all of the checks and cash, use an adding machine tape to list the amount of each check included in the deposit.
3.	Remove and keep the last copy of the deposit slip for departmental records.
4.	Remit County Auditor's Form 195 to the Treasurer.
5.	Place collections and the deposit slips remaining into the locking money bag. Separate deposits must be bundled.
6.	Keep the bill of lading or other documentation that verifies the transfer of the moneybag. Keep this documentation until the Treasurer notifies the department that the deposit was made into the County Depository.
7.	You will receive and retain County Auditor's Form 61 from the Treasurer. When the moneybag is returned, find a validated copy of the deposit slip and retain it.

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## Depositing at a Field Location Bank

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### Procedures for depositing

Step	Action
1.	Run the Print Deposit Slip Report (ARBTCRPD) to tag batch records with the deposit slip number.
2.	Manually complete the multi-part deposit slip. Use only one deposit slip. If space is lacking on the slip for all of the checks and cash, use an adding machine tape to list the amount of each check included in the deposit.
3.	Prepare County Auditor's Form 195 (Deposit Report). Include the proper IFAS account coding relating to the collections..
4.	Give the collections and deposit slip to the field location and receive a validated copy of the deposit slip.
5.	Retain the deposit slip for departmental records.
6.	Receive and retain County Auditor's Form 61 from the Treasurer.

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## Manual Receipts

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### **Creating an IFAS receipt from a manual receipt**

Use the Lonesome screen and enter MR#XXXXXX in the description field where XXXXXX represents the manual receipt number. Enter the remaining information (name, amount, account number, etc) from the manual receipt.

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## Chapter Title 6: ELF

### Overview

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**Introduction** This section explains ELF and how to ensure that cash receipts are printed and formatted properly.

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**Objectives** After reading this chapter, you will be able to describe the ELF procedure.

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**Contents** This chapter contains the following topics:

Topic	See Page
Easy Laser Forms	29

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# Easy Laser Forms

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## Introduction

The printer that you use must be set up correctly to ensure that the format required by the Auditor. This is not done in the IFAS system.

**Note:** For an IFAS defined printer to print cash receipts, only one IFAS user needs to load ELF to that printer. Each cashier does not have to load ELF.

---

## Procedures

Step	Action
1.	If the blue and green icon is on the desktop of your computer, double-click it. If you do not have the icon: a. Go to My Computer and double-click, or b. Right-click on the <b>Start</b> button and select <b>Explore</b> .
2.	Double-click on your C:/ drive to view contents of the hard drive
3.	Double-click on the <b>Program Files</b> folder.
4.	Double-click on the <b>Bi-Tech</b> folder.
5.	Double-click on the <b>ELF</b> folder.
6.	Double-click on the ELF icon. You will see the ELF tablet on screen. It is green, white, and blue with <b>No Form Selected</b> at the top of the page.  <b>Note:</b> If there is more than one icon, either may be chosen.
7.	Select <b>Form</b> . An <b>Open File</b> window will open for you a so you can select the form file, or for you to browse to locate the form file.
8.	If the <b>Cashrcpt Elf</b> appears in the Open File window, click in the file. If more than one <b>Cashrcpt</b> file is listed in the window, contact IFAS Help Desk to determine the right one to use.
9.	Click on the Open button . a. If the <b>Cashrcpt</b> ELF file icon is on your computer's desktop, click the down arrow to the right of the <b>Look In</b> field and click on <b>Desktop</b> . Click the <b>Cashrcpt</b> Elf file and click the <b>Open</b> button.

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*Continued on next page*

## Easy Laser Forms, Continued

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### Procedures (continued)

Step	Action
10.	<p>b. If the <b>Cashrcpt</b> ELF file is elsewhere on your computer's C: drive or on another drive, click the down arrow to the right of the <b>Look In</b> field, click the correct drive until you locate it. Then click the <b>Open</b> button.</p> <p><b>Note:</b> After locating the Cashrcpt ELF and clicking Open, the screen will return to the ELF tablet and Cashrcpt will appear at the top of the page.</p>
11.	Click <b>Add Form</b> and a Printer dialog box will appear.
12.	Be sure that the printer indicator in the Printer dialog box is the printer used for Printing IFAS Cash Receipts. If not, select it from the drop down box. Click <b>OK</b> .
13.	<p>The printer dialog box will close and the ELF program window may be closed. The Printer selected will automatically print a test page stating, "<b>ELF has been enabled.</b>"</p> <p><b>Note:</b> If this page does not print, check the paper supply. Also you may have to check to see if the printer is online or that you specified the correct printer.</p>

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## Chapter 7: Errors

### Overview

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**Introduction** This chapter summarizes errors that can be defined.

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**Contents** This chapter contains the following topics:

Topic	See Page
Possible Lonesome Error Messages	32

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## Possible Lonesome Error Messages

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### Blocks

Message	Description
Undefined Organization Key	Key not defined in the system. Retype account number or quick key entered; verify that the ledger is correct
Undefined Pay Type Code	Pay type is not defined in the system. Retype.
Deposit Slip Required	Deposit slip has not been assigned to the record. Run ARBTCRPD.
Transaction Date after Org. Key	Key set up to be used for a specified time frame and has expired. Verify account number or contact the Help Desk if the number input is correct.

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### Batch File Errors

Message	Description
Being accessed by another user	Ensure that no one is doing anything in the batch file; retry running the process; contact Help Desk if unable to reach the batch file.
Being accessed by another process	Ensure all other processes being run on batch have completed; retry running the process; contact Help Desk if unable to access the batch file.
Created with wrong forms	Batch has been corrupted and is not usable. Contact the Help Desk.

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### Other

Message	Description
"The product ID could not be located in the Product Information	The product code entered is not defined in the system. Retype the code and verify that the ledger is correct.

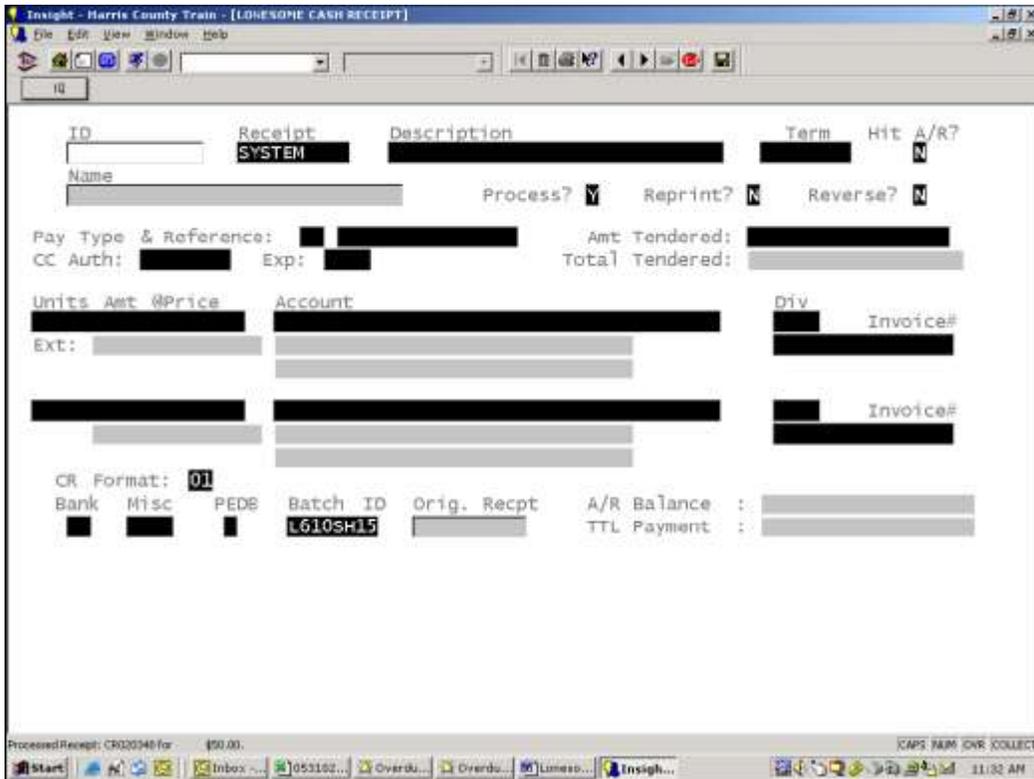
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## **Appendix A: Screens**

## How to Create a Lonesome Cash Receipt

Name	Status
ID	Leave blank
Receipt	Receipt number is defaulted
Description	<b>Required field.</b> Type a 30 character transaction description. If left blank, the system will default the product or object code description. May be used as free form text.
Term	Leave blank
Hit A/R?	Defaults to N. Should always be N. Relates to AR only
Name	<b>Required field.</b> Type the name of the person/entity paying funds or to whom the receipt is being issued.
Process?	Defaults to Y. Set to N is issuing a multi-line receipt using multiple Lonesome screens. Optional.
Reprint?	Defaults to N. Set to Y to reprint only the very last receipt generated. Optional.

Name	Status
Reverse?	Defaults to N. Should always be N.
Pay type	<b>Required field.</b> Type two-character Pay Type (eg. CS for Cash, CH for check).
Pay Reference	<b>Required field.</b> Reference number (eg. Check, money order or credit card number)
Amount Tendered	Enter amount received from the customer. Change due will be reflected at the bottom of the screen after processing the receipt. Optional.
CC Authorization and Exp	N/A unless accepting a credit card transaction.
Units, Amt, @ Price	<b>Required field.</b> Type amount associated with each GL acct or enter a product code. To create a correction receipt, type a negative amount.
Account	<b>Required field.</b> Enter the 14 digit account number
Div.	Leave blank. Relates to AR only.
Invoice #	Relates to AR but may be used as free form text field.



Name	Status
Unit Amt @ Price (line 2)	Same as previously defined.
Account (line 2)	Same as previously defined.
Div (line 2)	Same as previously defined.
Invoice #	Same as previously defined.
CR Format	Leave blank.
Bank	Defaulted. Generally should not be changed.
Misc	Leave blank. Refers to AR.
PEDE	Leave blank.
Batch ID	Defaults to the same batch file name entered on the GET FILE screen. Should not be changed.
Orig. Receipt	If entering a correction receipt, type original receipt number here.

The following screen graphics represent screens that you may use for cash receipting.



C

Receipt Date: 05/20/02      Batch ID: L610SH14

Distribute Transactions Immediately? N

Print Receipts? Y      Y - Yes  
R - Yes w/Cash Drawer  
N - No

Trans Format: N8      Bank Slip: [REDACTED]      Bank Date: [REDACTED]

Cash Drawer Beginning Balance:      0.00

Cash Receipt Format: 01

Forms Printer Copies, Name, Pri, & Option: 01610SP02P 08  
hp1j 4050

Ready      MAY JUN COLLECT

D

ID [REDACTED]      Receipt: SYSTEM      Description: [REDACTED]      Term: [REDACTED]      Hit: N      A/R?: N

Name: [REDACTED]      Process? Y      Reprint? N      Reverse? N

Pay Type & Reference: [REDACTED]      Amt Tendered: [REDACTED]

CC Auth: [REDACTED]      Exp: [REDACTED]      Total Tendered: [REDACTED]

Units Amt @Price      Account      Div      Invoice#

[REDACTED]      [REDACTED]      [REDACTED]      [REDACTED]

Ext: [REDACTED]

[REDACTED]      [REDACTED]      [REDACTED]      Invoice#

[REDACTED]      [REDACTED]      [REDACTED]      [REDACTED]

CR Format: 01

Bank Misc PEDB Batch ID Orig. Recpt A/R Balance : [REDACTED]

[REDACTED] [REDACTED] [REDACTED] L610SH14 [REDACTED] TTL Payment : [REDACTED]

Ready      MAY JUN COLLECT

E1

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term [REDACTED] Hit [REDACTED] A/R? N

Name SMITH, JOHN Process? Y Reprint? N Reverse? N

Pay Type & Reference: CS [REDACTED] Amt Tendered: 60  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units Amt @Price Account Div Invoice#  
#EXE [REDACTED] EXE1 [REDACTED] [REDACTED]  
Ext: [REDACTED] [REDACTED] [REDACTED] Invoice# [REDACTED]

CR Format: 01  
Bank Misc PEDE Batch ID Orig. Recpt A/R Balance : [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] L610SH14 [REDACTED] TTL Payment : [REDACTED]

Ready CAPS NUM OVR COLLECT

E2

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt CRO20344 Description Execution Term [REDACTED] Hit [REDACTED] A/R? N

Name SMITH, JOHN Process? Y Reprint? N Reverse? N

Pay Type & Reference: CS [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: 60.00

Units Amt @Price Account Div Invoice#  
#EXE @60.00 60730100224501 [REDACTED] [REDACTED]  
Ext: [REDACTED] 60.00 CONST. PCT. 1 OFFICER FEE FD [REDACTED]  
[REDACTED] EXECUTION-CONSTABLES PCT 1 [REDACTED] Invoice# [REDACTED]

CR Format: 01  
Bank Misc PEDE Batch ID Orig. Recpt A/R Balance : [REDACTED]  
GC [REDACTED] [REDACTED] L610SH14 [REDACTED] TTL Payment : 60.00

Verify entry and press ENTER key again. (AP 323) CAPS NUM OVR COLLECT

E3

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt CRO20344 Description SMITH VS. JONES Term [REDACTED] Hit [REDACTED] A/R? [REDACTED]

Name SMITH, JOHN Process? Y Reprint? N Reverse? N

Pay Type & Reference: CS [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: 60.00

Units Amt @Price Account Div Invoice#  
#EXE @60.00 [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
Ext: 60.00 CONST. PCT. 1 OFFICER FEE FD [REDACTED] [REDACTED]  
EXECUTION-CONSTABLES PCT 1 [REDACTED] [REDACTED]

CR Format: 01  
Bank Misc PEDE Batch ID Orig. Recpt A/R Balance : [REDACTED]  
GC [REDACTED] [REDACTED] L610SH14 [REDACTED] TTL Payment : 60.00

Verify entry and press ENTER key again. (AP 823) CAPS NUM OVR COLLECT

Start [REDACTED] Inbox... [REDACTED] Overdu... [REDACTED] Overdu... [REDACTED] Loneso... [REDACTED] Insigh... [REDACTED] 10:52 AM

E4

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term [REDACTED] Hit [REDACTED] A/R? [REDACTED]

Name [REDACTED] Process? Y Reprint? N Reverse? N

Pay Type & Reference: [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units Amt @Price Account Div Invoice#  
Ext: [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED]

CR Format: 01  
Bank Misc PEDE Batch ID Orig. Recpt A/R Balance : [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] L610SH14 [REDACTED] TTL Payment : [REDACTED]

Processed Receipt: CRO20344 for \$60.00, Change: 0.00 CAPS NUM OVR COLLECT

Start [REDACTED] Inbox... [REDACTED] Overdu... [REDACTED] Overdu... [REDACTED] Loneso... [REDACTED] Insigh... [REDACTED] 10:53 AM

F1

Insight - Harris County Train - [LONE-SOME CASH RECEIPT]

ID	Receipt	Description	Term	Hit	A/R?
[REDACTED]	SYSTEM	[REDACTED]	[REDACTED]	[REDACTED]	N

Name: ATTORNEY, JOE      Process? N      Reprint? N      Reverse? N

Pay Type & Reference: CH 1234      Amt Tendered: 6.10  
CC Auth: [REDACTED]      Exp: [REDACTED]      Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
#ACRPT			ACRPT1	[REDACTED]	[REDACTED]
Ext:			[REDACTED]	[REDACTED]	[REDACTED]

CR Format: 01

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
[REDACTED]	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]

TTL Payment : [REDACTED]

Processed Receipt: CR020344 for \$60.00, Change: 0.00      CAPS NUM OVR COLLECT

F2

Insight - Harris County Train - [LONE-SOME CASH RECEIPT]

ID	Receipt	Description	Term	Hit	A/R?
[REDACTED]	CR020345	ACCIDENT REPORT	[REDACTED]	[REDACTED]	N

Name: ATTORNEY, JOE      Process? N      Reprint? N      Reverse? N

Pay Type & Reference: CH 1234      Amt Tendered: [REDACTED]  
CC Auth: [REDACTED]      Exp: [REDACTED]      Total Tendered: 6.10

Units	Amt	@Price	Account	Div	Invoice#
#ACRPT	6.00		10054060590800/A910600000822J000R	[REDACTED]	[REDACTED]
Ext:	6.00		PATROL BUREAU ADMINISTRATION K COPIES-PUBLIC RECORDS	[REDACTED]	[REDACTED]

CR Format: 01

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
GC	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]

TTL Payment : 6.00

Verify entry and press ENTER key again.      CAP 303      CAPS NUM OVR COLLECT

F3

Insight - Harris County Train - [LONE SOME CASH RECEIPT]

ID	Receipt	Description	Term	Hit	A/R?
[REDACTED]	CR020345	ACCIDENT REPORT	[REDACTED]	[REDACTED]	N

Name: ATTORNEY, JOE      Process?       Reprint?       Reverse?

Pay Type & Reference: **CH 1234**      Amt Tendered: [REDACTED]  
CC Auth: [REDACTED]      Exp: [REDACTED]      Total Tendered: **6.10**

Units	Amt	@Price	Account	Div	Invoice#
Ext:	[REDACTED]	[REDACTED]	10054060590800/A910600000822J000R	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CR Format: **01**

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
GC	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]

TTL Payment: **6.00**

Ready      CAPS NUM DNR COLLECT

Start      Inboz      1053102      Overdu      Overdu      Loheto      Insight      10:58 AM

F4

Insight - Harris County Train - [LONE SOME CASH RECEIPT]

ID	Receipt	Description	Term	Hit	A/R?
[REDACTED]	CR020345	[REDACTED]	[REDACTED]	[REDACTED]	N

Name: ATTORNEY, JOE      Process?       Reprint?       Reverse?

Pay Type & Reference: **CH 1234**      Amt Tendered: **6.10**  
CC Auth: [REDACTED]      Exp: [REDACTED]      Total Tendered: **6.10**

Units	Amt	@Price	Account	Div	Invoice#
Ext:	[REDACTED]	[REDACTED]	OFFRPT1	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CR Format: **01**

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
GC	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]

TTL Payment: **6.00**

Ready      CAPS NUM DNR COLLECT

Start      Inboz      1053102      Overdu      Overdu      Loheto      Insight      10:59 AM

F5

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt CRO20345 Description OFFENSE REPORTS Term Hit A/R? N

Name ATTORNEY, JOE Process? Y Reprint? N Reverse? N

Pay Type & Reference: CH 1234 Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: 6.10

Units	Amt	@Price	Account	Div	Invoice#
#OFFRPT	0.10		10054060590800/A9106000008223000R		
Ext:	0.10		PATROL BUREAU ADMINISTRATION K		
			COPIES-PUBLIC RECORDS		

CR Format: 01

Bank	Misc	PEDB	Batch ID	Orig. Rcpt	A/R Balance
GC			L610SH14		

TTL Payment: 6.10

Verify entry and press ENTER key again. (AP 323) CAPS NUM OVR COLLECT

Start [REDACTED] Inbox [REDACTED] 1053202 [REDACTED] Overdu... [REDACTED] Overdu... [REDACTED] Lones... [REDACTED] Insight... [REDACTED] 11:01 AM

F6

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term Hit A/R? N

Name [REDACTED] Process? Y Reprint? N Reverse? N

Pay Type & Reference: [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
Ext:			[REDACTED]		

CR Format: 01

Bank	Misc	PEDB	Batch ID	Orig. Rcpt	A/R Balance
			L610SH14		

TTL Payment: [REDACTED]

Processed Receipt: CRO20345 for \$6.10, Change: 0.00 CAPS NUM OVR COLLECT

Start [REDACTED] Inbox [REDACTED] 1053202 [REDACTED] Overdu... [REDACTED] Overdu... [REDACTED] Lones... [REDACTED] Insight... [REDACTED] 11:02 AM

G1

Insight - Harris County Train - [LOHESOME CASH RECEIPT]

File Edit View Window Help

ID [REDACTED] Receipt SYSTEM Description VOID CR020344 Term [REDACTED] Hit A/R? N

Name SMITH, JOHN Process? Y Reprint? N Reverse? N

Pay Type & Reference: CS [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
-60	[REDACTED]	[REDACTED]	EXE1	[REDACTED]	[REDACTED]
EXT:	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CR Format: 01

Bank	Misc	PEDE	Batch ID	Orig. Recpt	A/R Balance
[REDACTED]	[REDACTED]	[REDACTED]	L610SH14	CR020344	[REDACTED]

TTL Payment : [REDACTED]

Processed Receipt: CR020345 for \$6.10 Change: 0.00

Start | Inbox... | 1053102... | Overdu... | Overdu... | Loheso... | Insight... | 11:04 AM

G2

Insight - Harris County Train - [LOHESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description VOID CR020344 Term [REDACTED] Hit A/R? N  
Name SMITH, JOHN Process? Y Reprint? N Reverse? N

Pay Type & Reference: CS [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
-60	[REDACTED]	[REDACTED]	EXE1	[REDACTED]	[REDACTED]
EXT:	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CR Format: 01  
Bank Misc PEDE Batch ID Orig. Recpt A/R Balance : [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] L610SH14 CR020344 TTL Payment : [REDACTED]

Processed Receipt: CR020345 for \$6.10 Change: 0.00 CAPS NUM INVR COLLECT

Start [REDACTED] Inbox... 053102... Overdu... Overdu... Loheso... Insight... 11:04 AM

G2

Insight - Harris County Train - [LOHESOME CASH RECEIPT]

ID [REDACTED] Receipt CR020346 Description VOID CR020344 Term [REDACTED] Hit A/R? N  
Name SMITH, JOHN Process? Y Reprint? N Reverse? N

Pay Type & Reference: CS [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
-60.00	[REDACTED]	[REDACTED]	60730100224501	[REDACTED]	[REDACTED]
Ext:	-60.00	[REDACTED]	CONST. PCT. 1 OFFICER FEE FD	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	EXECUTION-CONSTABLES PCT 1	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

CR Format: 01  
Bank Misc PEDE Batch ID Orig. Recpt A/R Balance : [REDACTED]  
GC [REDACTED] [REDACTED] L610SH14 CR020344 TTL Payment : -60.00

Verify entry and press ENTER key again. (AP 321) CAPS NUM INVR COLLECT

Start [REDACTED] Inbox... 053102... Overdu... Overdu... Loheso... Insight... 11:04 AM

G3

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term [REDACTED] Hit [REDACTED] A/R? N

Name [REDACTED] Process? Y Reprint? N Reverse? N

Pay Type & Reference: [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	ACCOUNT	Div	Invoice#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Ext: [REDACTED]

CR Format: 01

Bank	Misc	PEDE	Batch ID	Orig. Recpt	A/R Balance	TTL Payment
[REDACTED]	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]	[REDACTED]

Processed Receipt: CR020346 for \$60.00

Start | Inbox... | 053102... | Overdu... | Overdu... | Loneso... | Insigh... | 11:05 AM

H1

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term [REDACTED] Hit [REDACTED] A/R? N

Name [REDACTED] Process? Y Reprint? Y Reverse? N

Pay Type & Reference: [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	ACCOUNT	Div	Invoice#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Ext: [REDACTED]

CR Format: 01

Bank	Misc	PEDE	Batch ID	Orig. Recpt	A/R Balance	TTL Payment
[REDACTED]	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]	[REDACTED]

Processed Receipt: CR020346 for \$60.00

Start | Inbox... | 053102... | Overdu... | Overdu... | Loneso... | Insigh... | 11:06 AM

H2

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term [REDACTED] Hit [REDACTED] A/R? [REDACTED]

Name [REDACTED] Process?  Reprint?  Reverse?

Pay Type & Reference: [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Ext: [REDACTED]

CR Format: 01

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
[REDACTED]	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]

TTL Payment : [REDACTED]

Press ENTER to confirm REPRINT of CR020046 for -60.00

Start [REDACTED] 11:06 AM

H3

Insight - Harris County Train - [LONESOME CASH RECEIPT]

ID [REDACTED] Receipt SYSTEM Description [REDACTED] Term [REDACTED] Hit [REDACTED] A/R? [REDACTED]

Name [REDACTED] Process?  Reprint?  Reverse?

Pay Type & Reference: [REDACTED] Amt Tendered: [REDACTED]  
CC Auth: [REDACTED] Exp: [REDACTED] Total Tendered: [REDACTED]

Units	Amt	@Price	Account	Div	Invoice#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Ext: [REDACTED]

CR Format: 01

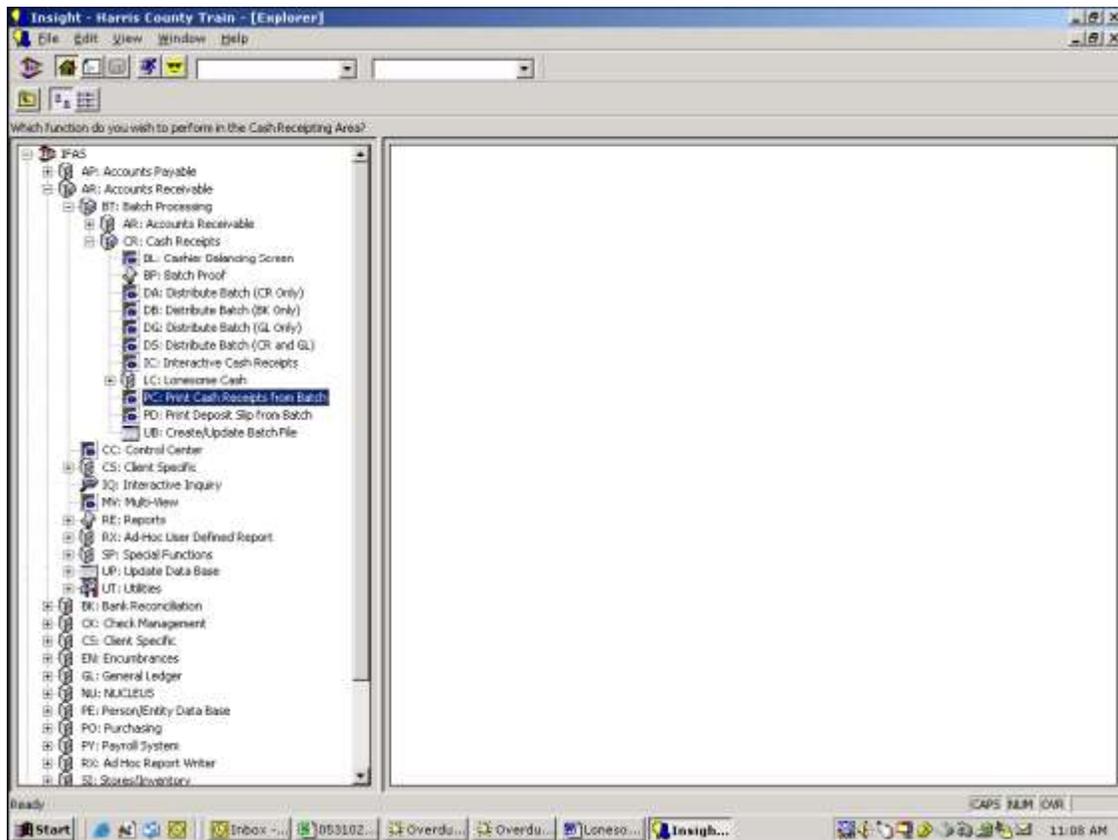
Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
[REDACTED]	[REDACTED]	[REDACTED]	L610SH14	[REDACTED]	[REDACTED]

TTL Payment : [REDACTED]

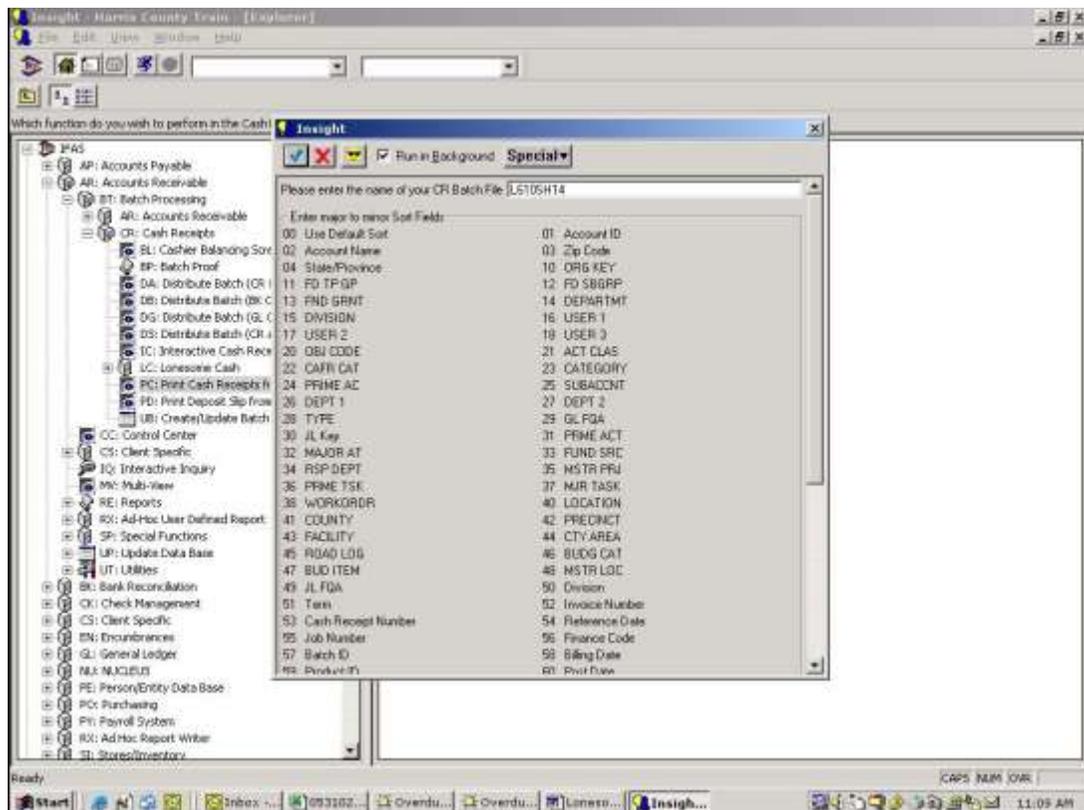
Reprinted Receipt: CR020046 for \$60.00

Start [REDACTED] 11:07 AM

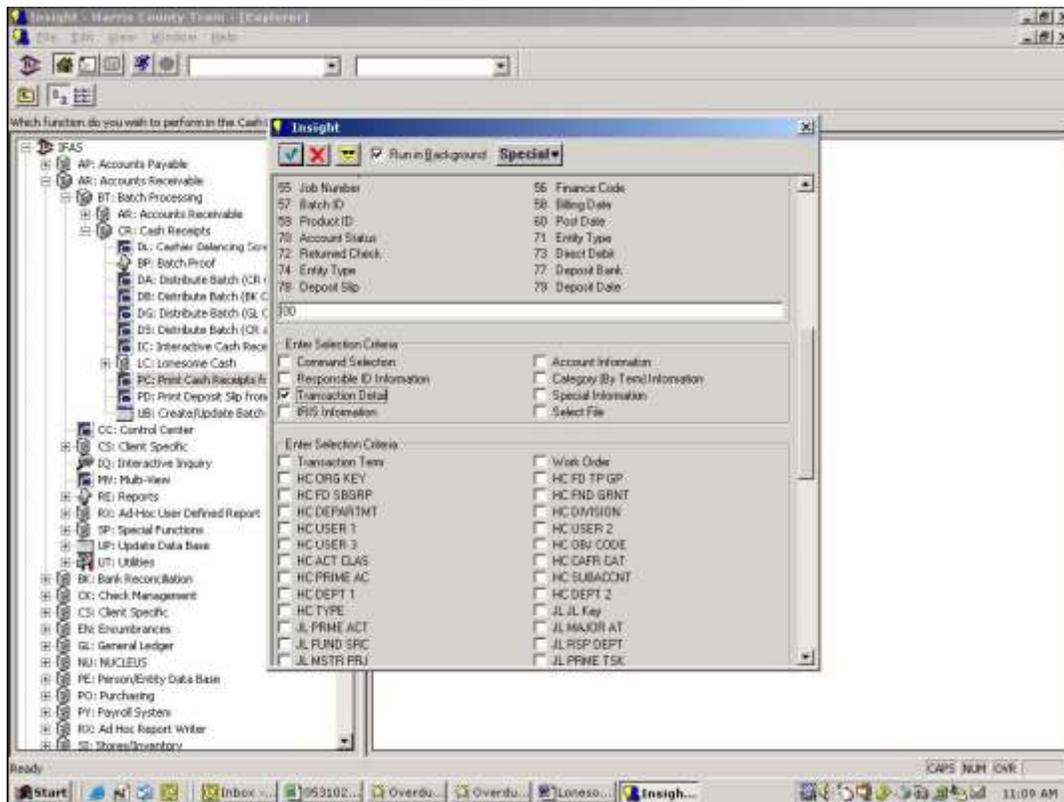
J1



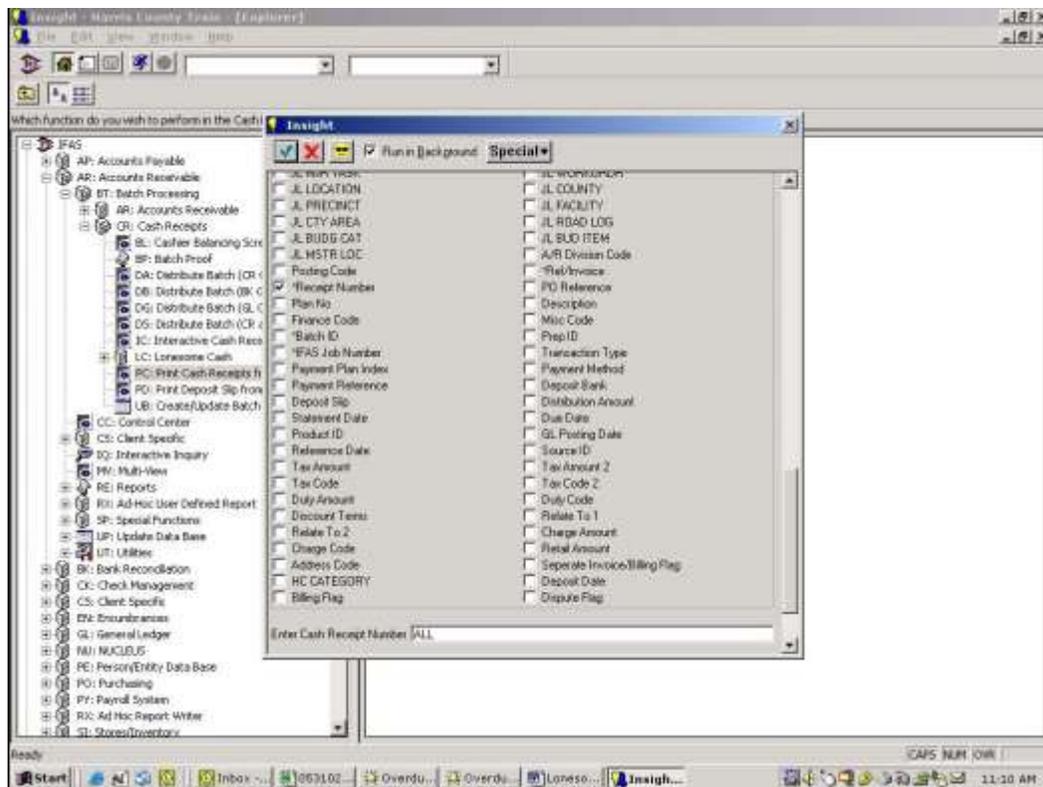
J2



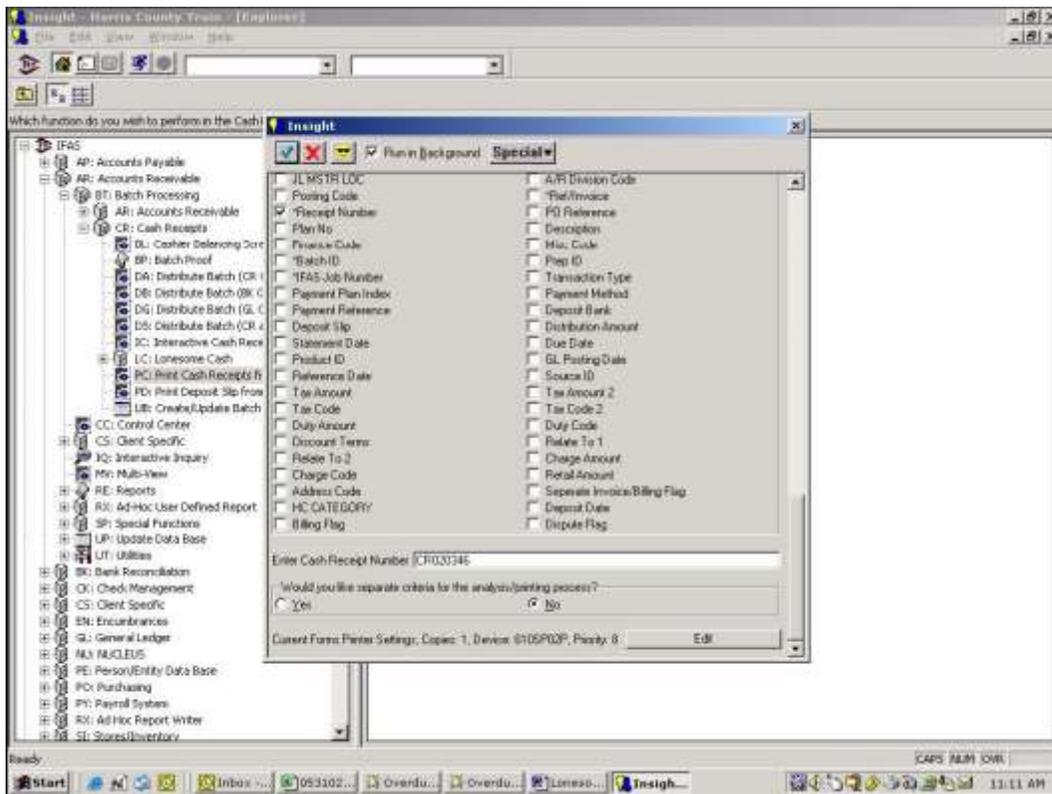
J3



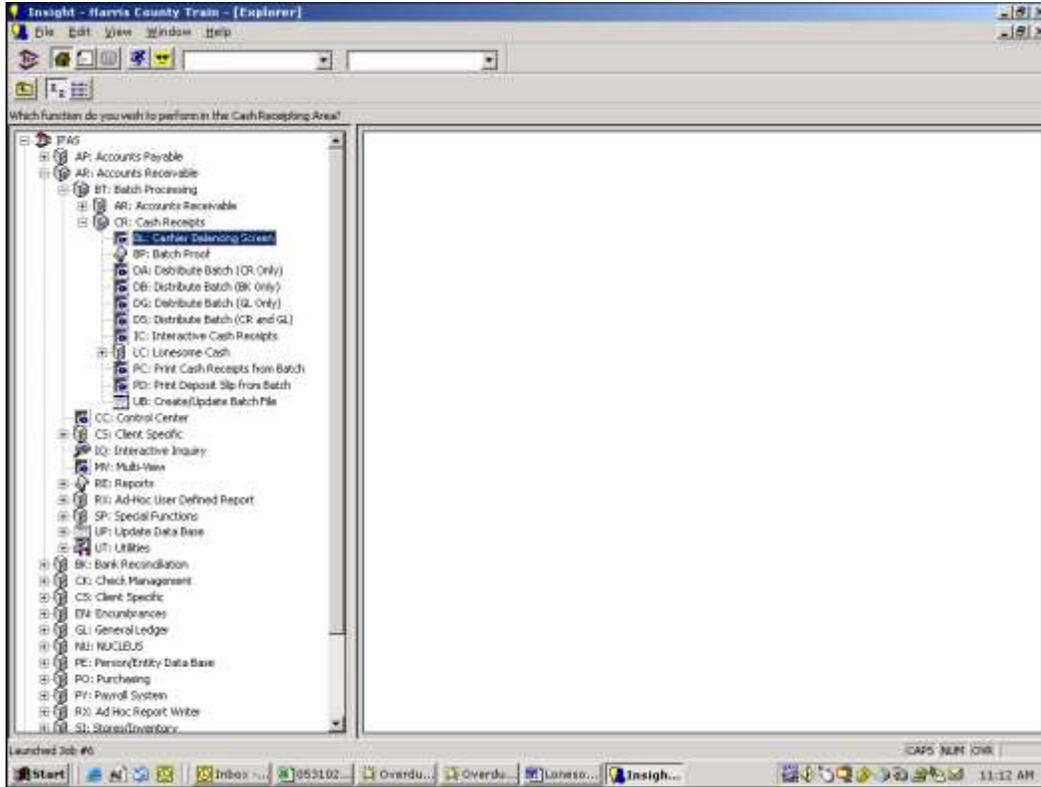
J4



J5



K1





K4

Cashier ID: SHOZA Date: 05/20/2002

Payment Type	Amount
CS	0.00
CH	6.10

Total Payments 6.10  
Cash Drawer Beginning Balance  
Total 6.10

Batch File: L610SH14

Congratulations! You are in Balance. Hit Enter to verify. CAPS NUM OK BROWSE

K5

Cashier ID: SHOZA Date: 05/20/2002

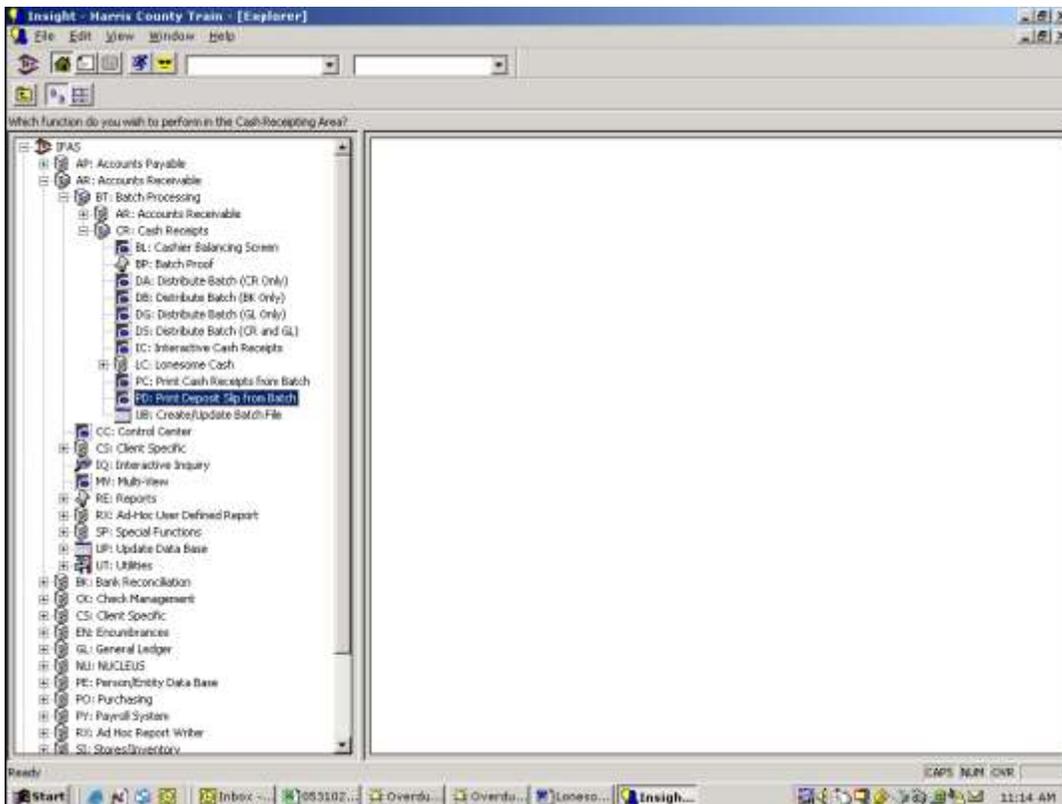
Payment Type	Amount
CS	0.00
CH	6.10

Total Payments 6.10  
Cash Drawer Beginning Balance  
Total 6.10

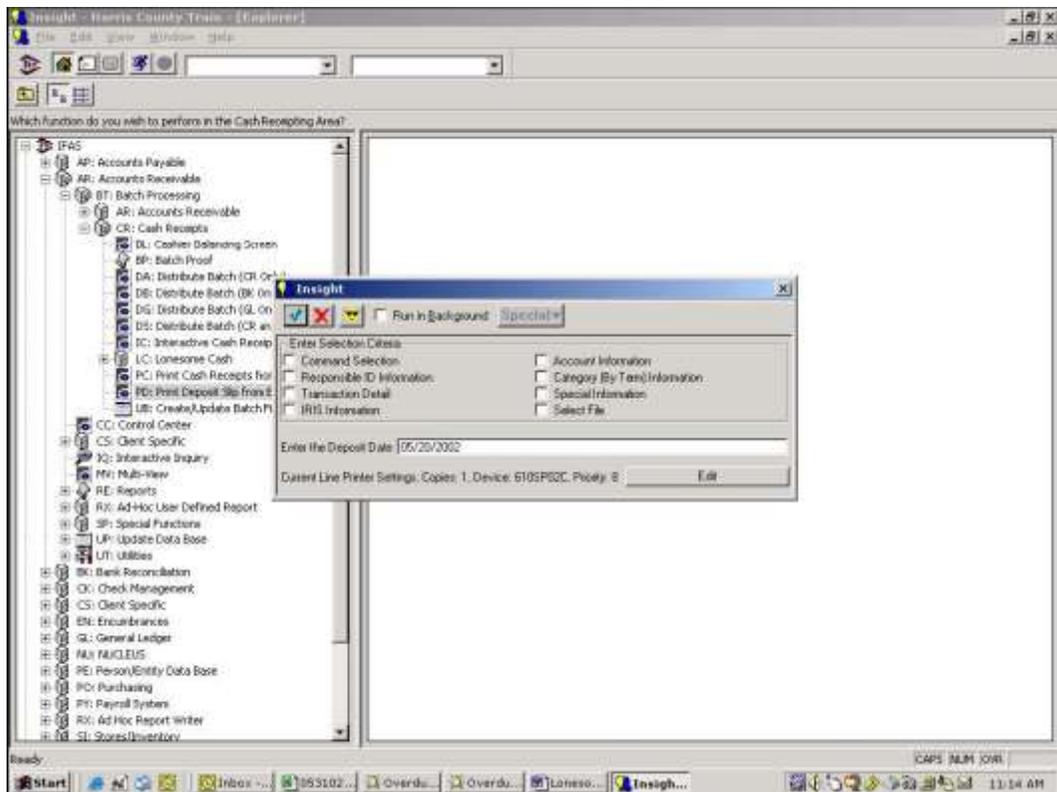
Batch File: L610SH14

Ready CAPS NUM OK BROWSE

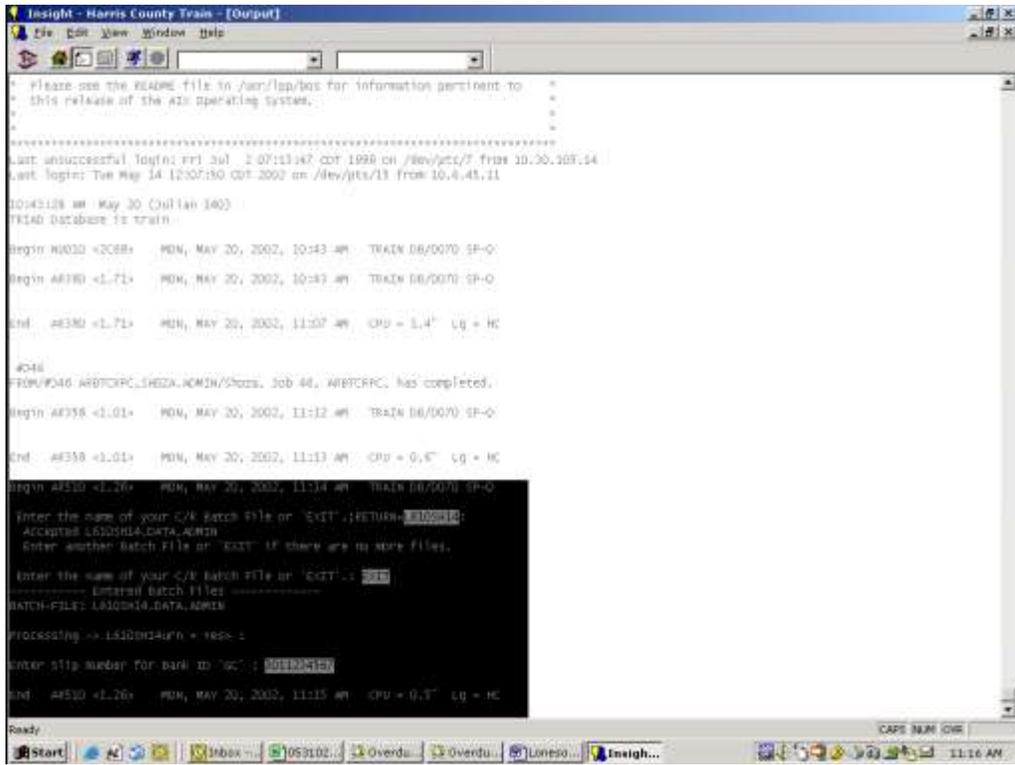
L1



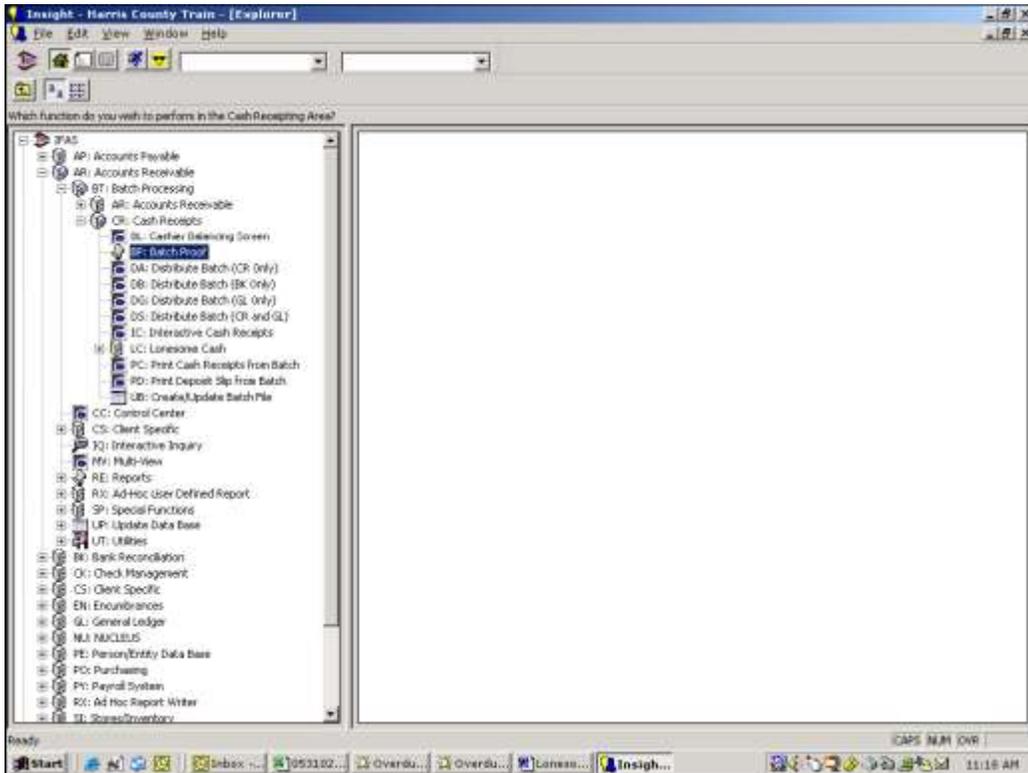
L2



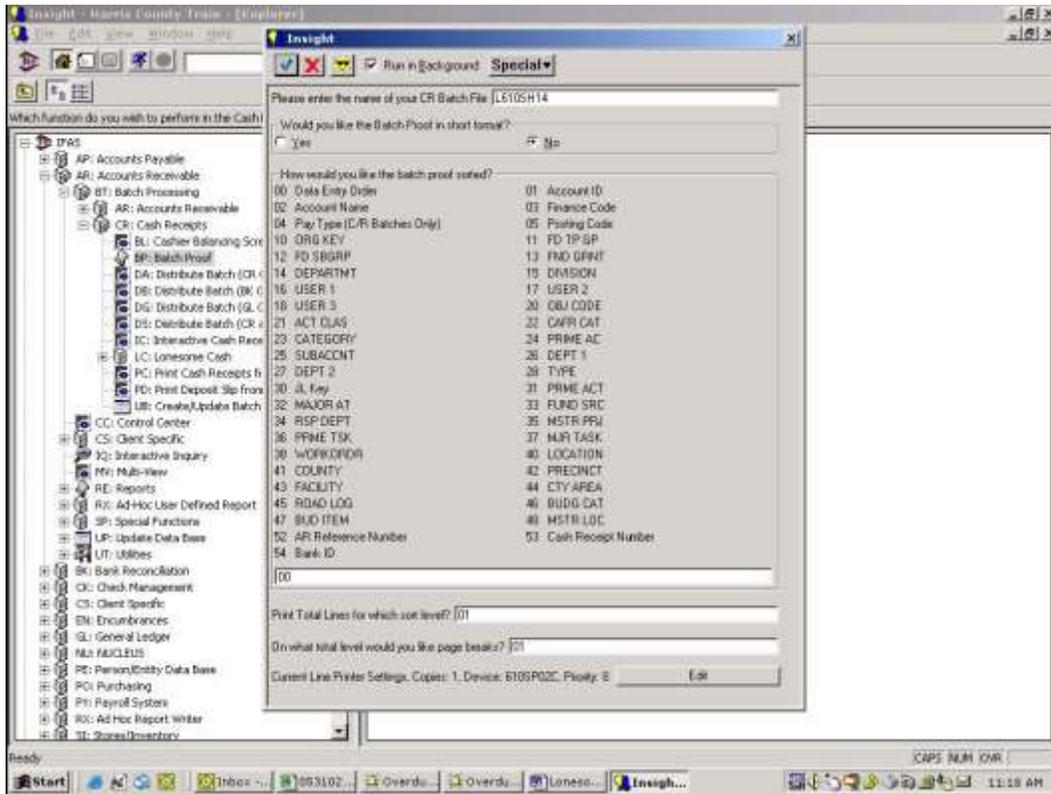
L3



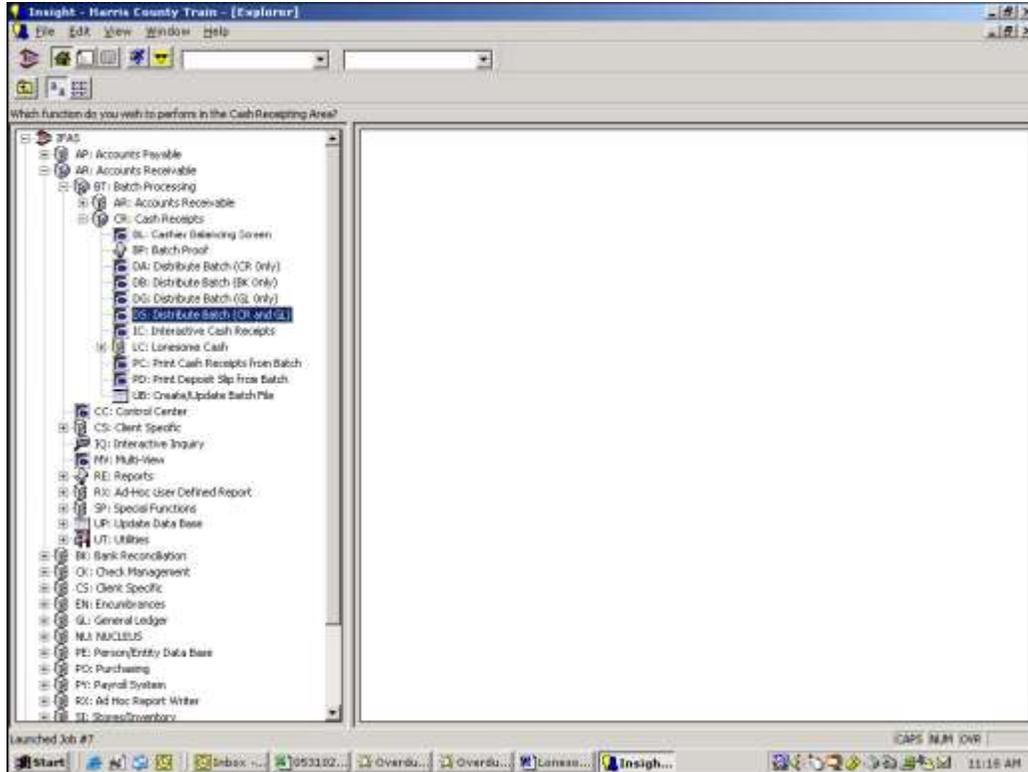
M1



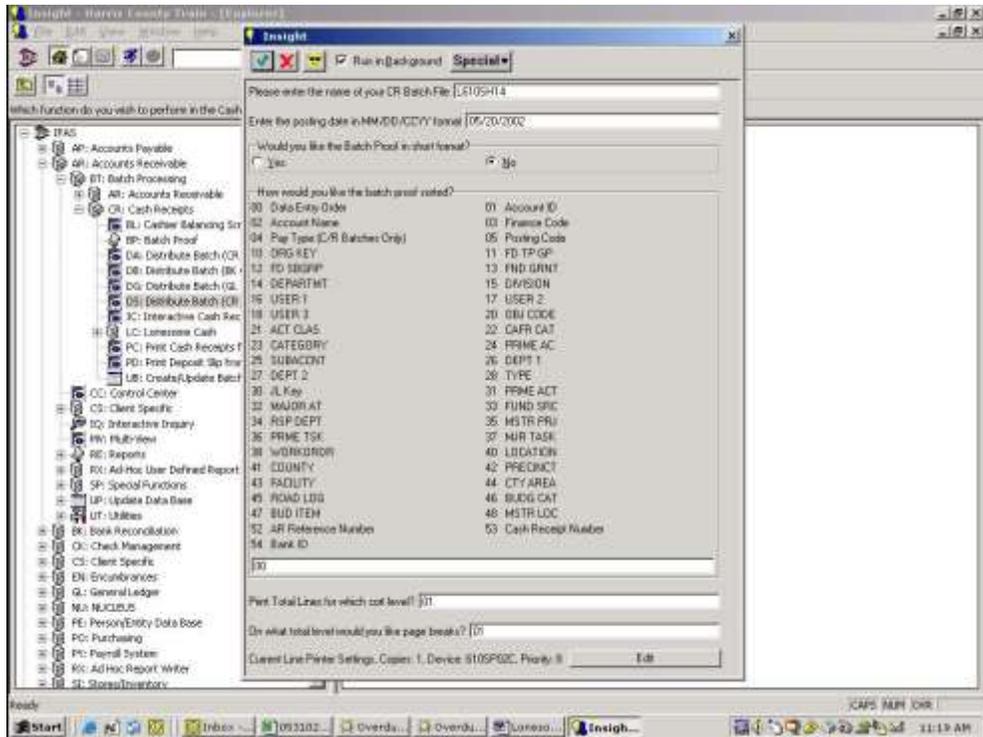
M2



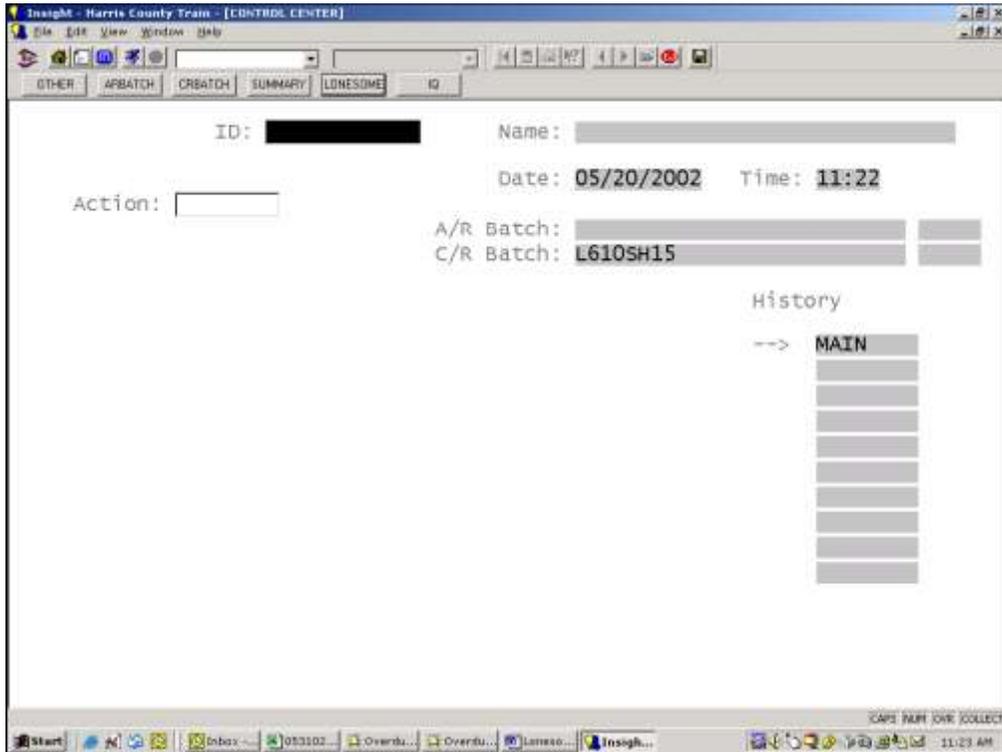
N1



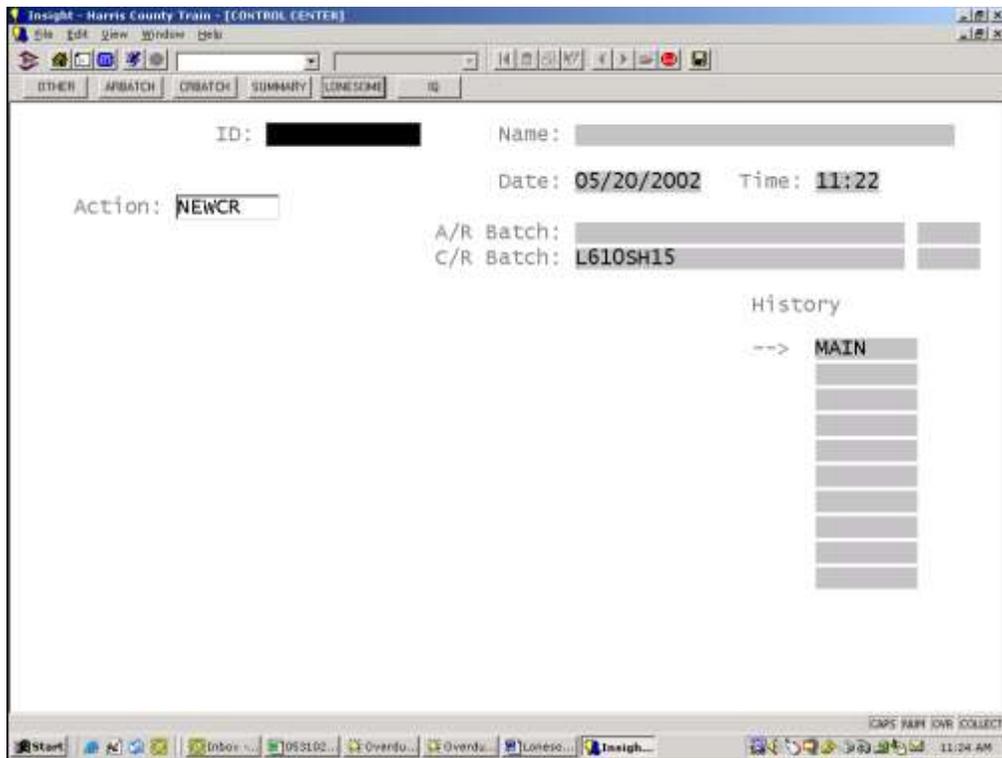
N2



a1



a2



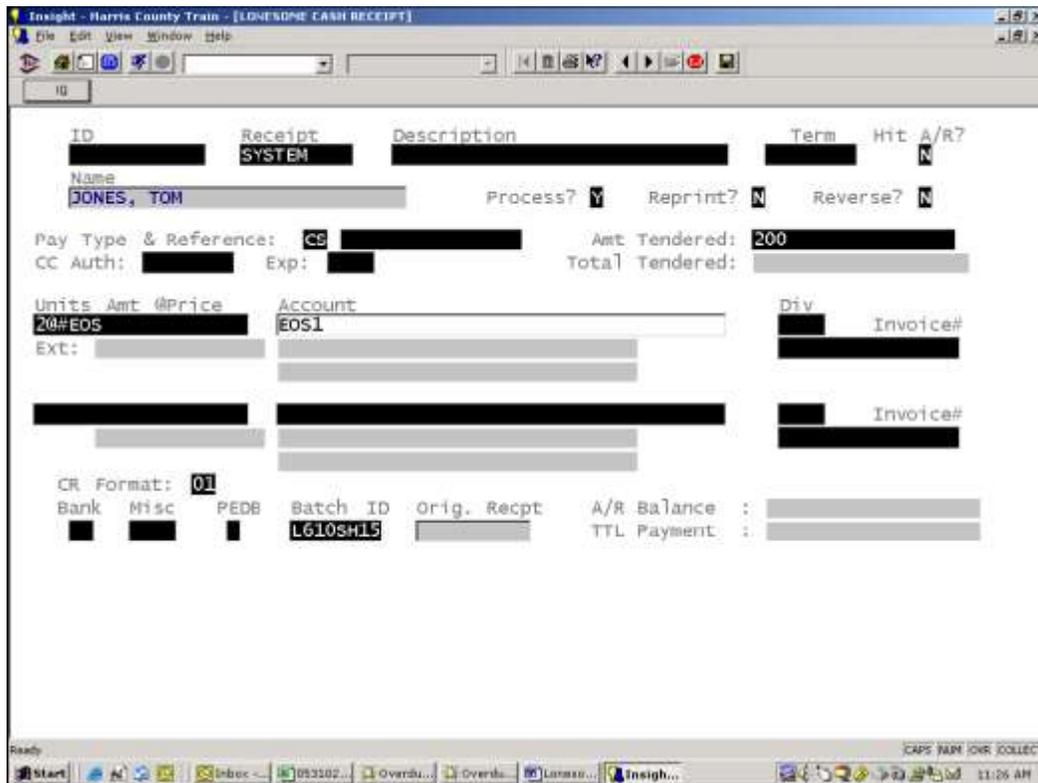
a3



b



c1







c6

Insight - Harris County Train - [LOWESONE CASH RECEIPT]

File Edit View Window Help

IQ

ID	Receipt	Description	Term	Hit	A/R?
	SYSTEM				N

Name

Process?  Y Reprint?  N Reverse?  N

Pay Type & Reference: Amt Tendered:  
CC Auth: Exp: Total Tendered:

Units	Amt	@Price	Account	Div	Invoice#
Ext:					

CR Format: 01

Bank	Misc	PEDB	Batch ID	Orig. Recpt	A/R Balance
			L610SH15		

TTL Payment :

Processed Receipt: CR020346 for \$50.00 CAPS NUM DNR COLLECT

Start Inbo... 053102... Overdu... Overdu... Lines... Insign... 11:32 AM

**Appendix B : Reports**

## Cash Receipting Reports

Report Name	Report Purpose	Instructions
All Receipts Issued	List of all receipts issued. Report can be generated for a receipt seed, a particular time period, and a particular clerk	<ol style="list-style-type: none"> <li>1. CDD Reports</li> <li>2. Subsystem Folders</li> <li>3. CR-Cash Receipting</li> <li>4. CR_Receipt_All (CR-all receipts, both posted and non-posted)</li> <li>5. Double Click</li> <li>6. Enter Start Date</li> <li>7. Enter End Date</li> <li>8. Enter Receipt number or seed followed by *</li> <li>9. Creator ID</li> <li>10. OK</li> </ol>
Receipts not Posted	List of all receipts that have not been posted. Report can be generated for a particular receipt seed and time period.	<ol style="list-style-type: none"> <li>1. CDD reports</li> <li>2. Subsystem Folders</li> <li>3. CR-Cash Receipting</li> <li>4. CR_RECEIPT_NPOST (CR: receipts issued not posted)</li> <li>5. Double click</li> <li>6. Seed Receipt number</li> <li>7. Start date</li> <li>8. End date</li> <li>9. OK</li> </ol>
Posted Receipts	List of all receipts which have been posted. Provides a condensed version of the Fee Officer's Monthly report. Report can be generated for a particular receipt seed, time period and clerk.	<ol style="list-style-type: none"> <li>1. CDD reports</li> <li>2. Subsystem Folders</li> <li>3. CR – Cash Receipting</li> <li>4. CD_RECEIPT_POST (CR: Receipts posted to GL)</li> <li>5. Double click</li> <li>6. Enter Start Date</li> <li>7. Enter End Date</li> <li>8. Receipt Number (seed followed by *)</li> <li>9. Creator ID</li> <li>10. OK</li> </ol>

<p>Fee Officer Monthly Report</p>	<p>Report to be produced and signed by the official and submitted to Compliance Audit for monthly audit</p>	<p>CDD Reports  Subsystem Folders  CR- Cash Receipting  CR_FEEOFFICER_HC  Double-click  Enter Start Date  Enter End Date  Department Code  OK</p>
<p>Sheriff Fee Officer Monthly Report</p>	<p>Report to be produced by the Sheriff. This report can be generated for each IFAS receipting sections of the Sheriff's Office. Totals from each section can be transferred to the Sheriff's grand recap.</p>	<p>CDD Report  Subsystem Folders  CR- Cash Receipting  CR_FEEOFF_SHERIF  Division  User 1  Start Date  End Date</p>

